

**Task Order**      Municipal Resiliency Centers - Solar PV + Microgrid

**Task Order #**      22041-02

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This Task Order is pursuant to the Master Services Agreement ("MSA") between Sage Renewable Energy Consulting, Inc. ("SAGE") and Town of San Anselmo ("CLIENT") dated August 09, 2022.

This Task Order must be mutually executed before work is commenced.

**Project Name**      Municipal Resiliency Centers - Solar PV + Microgrid

**Client**      Town of San Anselmo

**Physical Location**      San Anselmo, California

**Estimated Start Date**      August, 2022

**Estimated End Date**      November, 2022

**Estimated Fees**      Time & Materials, NTE, total of all Tasks: \$18,700

## Project Contacts

SAGE	Town of San Anselmo
Name: David Williard	Name: Sean Condry P.E.
Title: Principal	Title: Public Works and Building Director
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Phone: 415.663.9914	Phone: 415.258.4676
Address: 101 Lucas Valley Road, Suite 302 San Rafael, CA 94903	Address: 525 San Anselmo Ave. San Anselmo, CA 94960

## Project Overview

This task order outlines feasibility study and project management services for the evaluation of solar PV on two CLIENT site(s). The feasibility evaluation will focus on the following site(s):

Site	Address
Town Hall+ Police Station	525 San Anselmo Ave. San Anselmo CA 94960
Library	110 Tunstead Avenue San Anselmo CA 94960

The Desktop Solar PV Feasibility Study is a project evaluation that includes conceptual solar PV system designs developed in discussion with CLIENT, and estimated build cost base on current market scenario, and financial performance for up to two design scenarios at each site. The analysis considers in-depth financial performance, and high-level facility designs necessary to make a fully informed decision about the project and to provide the information necessary for a following competitive procurement.

## Scope of Work

### Task 1 Desktop Solar PV Feasibility Study

- 1.1 Meet with CLIENT to discuss feasibility scope, schedule, goals, informational needs, constraints, and preferences.
- 1.2 Collect historical energy consumption data and information on planned changes to site usage/energy efficiency measures for each site to estimate future energy consumption.
- 1.3 Review and finalize system sizing and locations for each site with CLIENT.
- 1.4 Create models of conceptual PV system designs for each site, sized to offset future site energy consumption.
- 1.5 Estimate system costs and approximate value of energy based on similar recent projects near CLIENT location.
- 1.6 Identify and quantify potential future EVSE locations and infrastructure to be collocated with PV infrastructure.
- 1.7 Generate PV system annual 15-minute energy production profiles utilizing Helioscope design software.
- 1.8 Perform tariff modeling using consumption and production data. Review avoided value of energy generated on available and future tariffs (if known) within the range of potential system sizes. Determine optimal sizing, locations and tariff(s).
- 1.9 Perform financial modeling with multiple financing scenarios as determined with CLIENT. This Task Order pricing assumes analysis of up to three finance options: Power Purchase Agreement (PPA), Lease, and cash purchase using bond funding.
- 1.10 Create high-level project schedule and identify any critical milestones.
- 1.11 Conduct telephone meetings as needed.
- 1.12 Prepare draft technical memorandum, including financial results, project schedule, and review with CLIENT.
- 1.13 Incorporate CLIENT feedback into report and prepare feasibility presentation slide deck.
- 1.14 Assist with presentation of findings to staff, Climate Action Committee, and Town Council if required.

Site Visits: One for site evaluations, if required.

## Schedule and Deliverables

Task	Start Date	End Date	Deliverables
1 Desktop Solar PV Feasibility Study	8/2022	11/2022	<ul style="list-style-type: none"> <li>– Draft &amp; Final Memo</li> <li>– Board Presentation</li> </ul>

## Project Requirements and Assumptions

1. Travel to CLIENT sites per site visit assumptions outlined in Scope of Services. Project travel generally assumes one representative per visit unless otherwise noted. Additional travel beyond the trips listed may require additional budget.
2. Assumes schedule listed. Delays or extension of the assumed schedule outside of SAGE's control may require additional budget.
3. All deliverables will be delivered in electronic format.
4. Site information/data will be made available to SAGE as needed. Should on-site review and/or data collection be added to the scope, the on-site work will be limited to visual inspections of potential system locations, electrical services, and existing site conditions.
5. CLIENT will provide estimates of changes in electricity consumption at proposed sites based on energy efficiency measures, anticipated changes site usage, and new construction.
6. CLIENT will provide access to all sites under consideration for site walks, including access to electrical services at each site.
7. Feasibility will not include new or invasive site investigations (e.g. geotechnical studies, structural investigation, shutdown/inspection of electrical services, etc.).

## Fee and Payment Schedules

The Task fees listed in this section are based on anticipated workload for the scope set forth in this Task Order. For all tasks performed under this Task Order, SAGE has set both a Time and Materials (T&M) Not to Exceed (NTE) maximum cost, as well as a Fixed-Fee payment per Task as shown in the table below. CLIENT may elect to contract using either T&M NTE billing or Fixed Fee billing. As-needed/contingency is for unforeseen or additional project services and only proceeds with written direction from CLIENT.

## Estimated Fees

SAGE will provide services under this task order for the fees shown in the Fee Table below. CLIENT may select either T&M NTE billing or Fixed Fee per Task billing.

Task		T&M NTE
1	Investment-Grade Solar PV Feasibility Study	\$18,700
<b>Total</b>		<b>\$18,700</b>

## Hourly Fee Schedule

Updated hourly fees will be provided by Sage prior to each new calendar year. SAGE will notify CLIENT when 80% of a task's budget has been completed and will not exceed NTE limits without consent of CLIENT.

Title	2022	2023
Principal	\$295	\$310
Associate Principal	\$250	\$265
Subject Matter Expert	\$395	\$415
Senior Project Manager	\$245	\$260
Project Manager	\$215	\$225
Senior Engineer/Data Scientist	\$215	\$225
Construction Manager	\$200	\$210
Engineer/Data Scientist	\$185	\$195
Senior Analyst/Technician	\$185	\$195
Analyst/Technician	\$155	\$160
Program Support Specialist	\$115	\$120
Energy Intern	\$115	\$120
Project Administrator	\$90	\$95

## Term of Fee Schedule

The Fee Schedule above is for project work completed through December 31, 2024.

## Billing and Payment Terms

SAGE invoices monthly with terms of Net 30.

If schedule is extended as a result of CLIENT, regulatory, or Developer or other contractor/vendor actions or inactions, SAGE will consult with CLIENT on utilizing contingency funds or extending the budget as needed.

Based on the CLIENT preference, and findings from the feasibility study and RFP process; the project may be financed through a PPA agreement with a third-party developer, owner, and operator. The PPA contract will require the PPA Vendor to reimburse CLIENT for SAGE's fees per the Project Development Costs schedule that will be included in the RFP and PPA contract. SAGE's fees will be included in the project financing and reflected in the PPA electricity costs.

## Reimbursable Expenses

Fees assume all deliverable materials for the project will be provided digitally. Printed copies of documents will be billed at cost plus 10%. For time and materials fee structure projects, all reasonable and ordinary expenses are reimbursable at cost plus 10%.

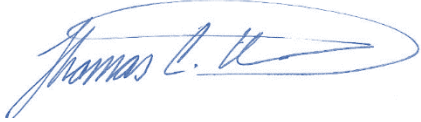
## Travel Costs

When air travel is required, coach class airfare will be used for domestic air travel and business class airfare will be used for international travel. Personnel travel time from our office to project location is billable at the full hourly rate. Meals and lodging will be billed at cost. Vehicle driving mileage will be billed at the current IRS mileage rate.

## Subconsultant Fees

Subconsultant fees will be passed through at cost plus 15%.

IN WITNESS WHEREOF, authorized representatives of both SAGE and CLIENT have executed this agreement as of the date set forth above.

SAGE	Town of San Anselmo
	
Name: Tom Williard	Name: Sean Condry P.E.
Title: Vice President	Title: Public Works and Building Director
Date: 8/9/2022	Date: